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ABSTRACT

Supporting performance objectives 57 and 66 of the V-TECS (Vocational-Technical Education Consortium of States) Secretarial Catalog, both a set of student materials and an instructor's manual on processing regular outgoing mail and locating zip codes are included in this packet. (The packet is the second in a set of eight on performing mail activities--CE 016 912-919.) The student materials include information on processing regular (i.e., non-bulk) outgoing mail and using the Zip Code Directory, practice activities of folding and inserting letters into three standard-type envelopes, and assigning zip codes. Also included are self-check quizzes with an answer key and check-out activities. The instructor's manual includes teaching instructions, a listing of equipment and supplies needed, sample letters with relevant enclosures, a list of names and addresses to use with the activities, answer keys to the check-out activities, and an evaluator's final checklist. The materials are designed for self-paced individual instruction and may be adapted for use with large groups. (A separate booklet--CE 016 911--lists contents for the eight packets in this set along with those in several other sets--seventy-eight packets in all--based on the same V-TECS catalog.) (JT)

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ED155402

PROCESS REGULAR OUTGOING MAIL AND LOCATE ZIP CODES

STUDENT'S MANUAL

Prepared by

Alice Creel

These materials support
Performance Objectives 57 and 66 of the
V-TECS Secretarial Catalog

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation With

Vocational Education Media Center
Clemson University
Clemson, South Carolina 29631

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OE 016 913

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NATIONAL INSTITUTE OF EDUCATION

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND THE ERIC SYSTEM CONTRACTORS."

PROCESS REGULAR OUTGOING MAIL

INTRODUCTION

The processing of outgoing mail is as important as the processing of incoming mail. As with incoming mail, the procedure varies according to the size of the office. In a small office, the secretary is required to type the correspondence, insert enclosures, fold letters, weigh letters, affix proper postage, seal envelopes, and deposit mail. In a large company, the secretary's responsibility is to type the correspondence, insert enclosures, fold letters and seal the envelopes. A messenger from the central mail room picks it up for weighing, stamping, and mailing.

In this package you will learn to prepare regular outgoing mail for the company mail room, determine the correct ZIP Code, fold and insert letters into envelopes, and seal the envelope.

INSTRUCTIONS

Read the two objectives below. If you can perfrom these tasks, complete the Check-Out Activities given on page 8. Then arrange with your instructor for an evaluation.

or

If you need to study the Learning Resources before performing these tasks, turn the page and follow the procedures in the order given.

OBJECTIVES

1. Given 10 envelope addresses and the *National ZIP Code Directory*, supply the correct ZIP Code for each address. Your performance must be 100 percent correct.

2. Given 8 letters to be processed for mailing, check each letter and envelope for accuracy, make necessary corrections, fold letters, insert into envelopes, and seal the envelopes with 100 percent accuracy. Your instructor will evaluate your performance by an Instructor's Checklist.

LEARNING RESOURCES

Process Regular Outgoing Mail

1 READ Instruction Sheet I, PROCESS REGULAR OUTGOING MAIL.

2. READ Instruction Sheet II, FOLDING, INSERTING, AND SEALING THE MAIL.

or

3. READ *Clerical Office Procedures,* Fifth Edition; Meehan, Pasewark, Oliverio; pages 150-156.

or

Secretarial Office Procedures, Eighth Edition; Meehan, Oliverio, Pasewark; pages 232-234.

or

Applied Secretarial Procedures, Seventh Edition; Fries, Rowe, Travis, Blockhus; pages 94-97.

4. PRACTICE Folding and inserting letters into three standard-type envelopes and sealing the envelopes. (Use both methods – manual and automatic.) Ask your instructor to check your work.

5. CHECKPOINT Complete Student Self-Test I.

6. COMPLETE Student Self-Test II.

7. PERFORM Check-Out Activity.

INSTRUCTION SHEET I

Process Regular Outgoing Mail

The secretary is responsible for the efficient handling of outgoing mail. Before correspondence is released for mailing, check these items to be sure that:

1. The name and address on the envelope agree with the address on the letter. Serious mistakes may occur because of an interchange.

2. ZIP Codes are included on both the inside address and the envelope address.

3. A complete address is typed on each envelope. Do not omit a company's name when addressing a person connected with a company. Always include street addresses, room numbers, box numbers, apartment numbers, or the hotel name in an address. Letters with insufficient addresses will be returned.

4. The letter is free of errors and has been signed by your employer. (If you sign for your employer, place your initials in parentheses under the signature.)

5. All enclosures indicated on the letter are attached. Should it be necessary to staple an enclosure to a letter, attach the staple in a slanting (diagonal) position in the upper left corner. This permits turning pages without tearing the paper at the staple.

6. A return address (if not printed on the envelope) is typed in the upper left corner on the address side of the envelope, **not on the back, nor on the bottom** of an address label.

7. Any on-arrival notations—**Personal, Hold for Arrival, Please Forward** – are typed a triple space below the return address and 3 to 5 spaces from the left edge of the envelope.

8. **Registered, Certified, Special Delivery,** and notations concerning foreign mail are typed under the stamp position.

9. "Carbon copies to others" are also prepared for mailing.

10. Numbers, amounts, and references to other correspondence are correct.

11. Address label on items sent under separate cover agrees with the address on the envelope.

12. Enclosed coins are placed in a small envelope or taped to a card and the envelope marked "Hand Stamp." Stamps are placed in a wax paper container and inserted within the folds of the letter for protection.

13. In a small office, the proper postage is attached to each envelope.

Before depositing the mail, make three final checks to see that: (1) each letter is sealed; (2) the proper postage is attached; and (3) the address is complete.

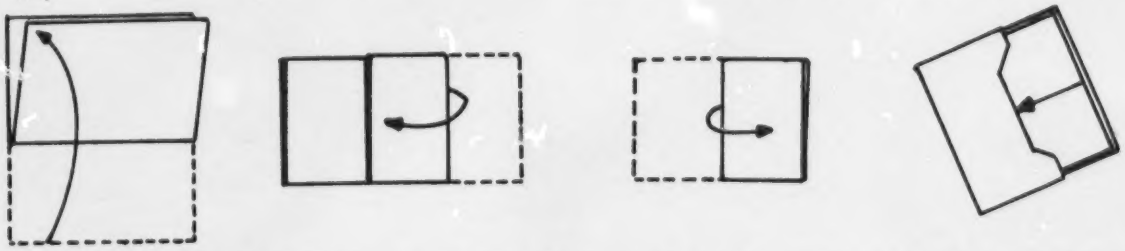
INSTRUCTION SHEET II

Folding, Inserting, and Sealing the Mail

After the correspondence has been carefully inspected, it is ready to be folded, inserted into envelopes, and the envelopes sealed. A letter should be folded carefully keeping in mind that it should be in a reading position when unfolded. This is not a difficult task, but care should be taken to keep the creases straight.

There are three standard types of envelopes. The method of folding for each type is illustrated below.

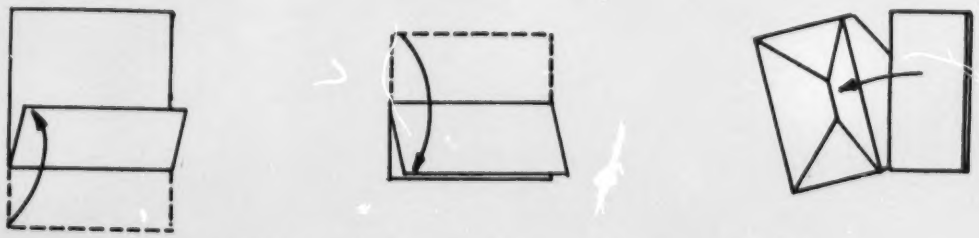
FOLDING AND INSERTING A LETTER–SMALL ENVELOPE (6½ by 3/8 in.) (16.51 by 8.57 cm)



To fold 8½ by 11 inch (21.59 cm by 27.94 cm) paper to fit a small envelope (No. 6¾) and to insert it into the envelope, follow these steps:

1. With the letter face up on the desk, bring the bottom edge up to within one-half inch from the top edge.
2. Fold the right side one-third of the width toward the left edge.
3. Fold the left side to within one-half inch from the right fold.
4. Insert the last folded edge into the envelope. The open side will face the back of the envelope. This will palce the letter in normal reading position when removed from the envelope.

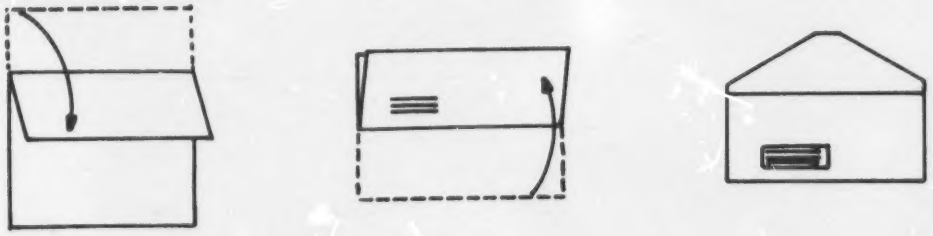
FOLDING AND INSERTING A LETTER–LARGE ENVELOPE 9½ by 4-1/8 in.) (24.13 by 10.48 cm)



For a large envelope (No. 10) only two folds are necessary.

1. Fold up the bottom third.
2. Fold down the top third to within one-half inch from the bottom fold.
3. Insert the letter into the envelope with the last fold toward the bottom of the envelope.

FOLDING A LETTER TO FIT A LARGE WINDOW ENVELOPE



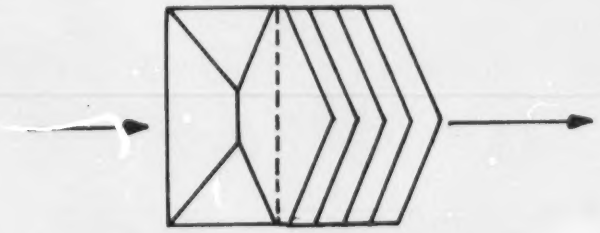
To fold a letter and insert it into a window envelope, follow these steps:

1. With the letter face down on the desk, top toward you, fold the upper third down.
2. Fold the lower third up, showing the letter's inside address.
3. Insert the letter into the envelope with the last fold toward the bottom of the envelope. This will place the address in position to be seen through the window.

Sealing Envelopes

There are two methods of sealing envelopes: the manual method and sealing automatically by the postage meter. Some postage meters are designed to print postage, add a postmark, seal and stack envelopes in one operation. If you have a postage meter in your classroom, ask your instructor for directions on its use.

The manual method is illustrated below:



Spread five or six envelopes face down on the desk arranged so the gummed flaps are showing. Brush a moistener over the gummed flaps and seal each envelope by sliding your hand over the flaps, beginning with the one nearest you. Continue this process with the remaining envelopes.

STUDENT SELF-TEST I

Using the ZIP Code Directory

Ask your instructor for a list of 10 names and addresses. Using the *National ZIP Code Directory,* place the correct ZIP Code after each address. When you have completed the assignment, check your answers with the key at the back of this manual. If you have missed any of the responses, ask your instructor for help.

STUDENT SELF-TEST II

Folding, Inserting and Sealing the Mail

You are employed by the Jason Wilcox Realty, Inc. Ask your instructor for five letters and envelopes and process them for mailing. Follow the suggestions given on Instruction Sheets, pages 3, 4 and 5.

When you have completed the assignment, rate your activities by answering the questions given below. Check your answers with the key at the back of this manual. If you have answered all questions correctly, arrange with your instructor to complete this package by performing the Check-Out Activities on page 8.

STUDENT SELF-TEST EVALUATION

1.	Is every letter signed?	Yes	No
2.	Did each address include a ZIP Code?	Yes	No
3.	Did each letter have a complete inside address?	Yes	No
4.	Were the on-arrival notations in the proper position on the letter?	Yes	No
5.	Were the "carbons for others" prepared for mailing?	Yes	No
6.	Is the enclosure notation typed on all letters calling for enclosures?	Yes	No
7.	Were the enclosures attached to the letters calling for enclosures?	Yes	No
8.	Did you fold each letter to fit the size envelope it required?	Yes	No
9.	Did you check each letter for errors in typing or arrangement?	Yes	No

REMEMBER TO CHECK WITH YOUR INSTRUCTOR BEFORE GOING TO THE CHECK-OUT ACTIVITIES

CHECK-OUT ACTIVITIES

I. Assume you are secretary for Mr. Julian Simpson, Manager for the Jason Wilcox Realty, Inc. Mr. Simpson has asked you to type a mailing list of new customers. Ask your instructor for the customers' names and addresses, type them in correct form, and supply the ZIP Code for each address. Your performance will be evaluated by your instructor and must be 100 percent correct.

II. One of your duties as secretary to Mr. Simpson is to prepare outgoing mail. Ask your instructor for eight pieces of mail and eight envelopes. Check the necessary details, make necessary corrections, fold the letters, insert them into the envelopes, and seal the envelopes. Your performance must be 100 percent accurate. Your instructor will evaluate your performance by a Final Evaluation Checklist.

KEY

STUDENT SELF-TEST I

The correct ZIP Codes for the addresses in the Student Self-Test I are as follows:

1. 75221
2. 46984
3. 29550
4. 07718
5. 33602
6. 70601
7. 52627
8. 61455
9. 96768
10. 43601

STUDENT SELF-TEST EVALUATION II

1.	No	Letter 3 is unsigned (Have you signed for Mr. Simpson?)
2.	No	Letters 1 and 3 have no ZIP Code. Be sure to supply them.
3.	No	
4.	Yes	
5.	No	Prepare an envelope
6.	No	Letter 3 has no enclosure notation. Supply enclosure notation.
7.	Yes	Letters 3 and 5 call for enclosures.
8.	Yes	Check each letter for correct folding.
9.	Yes	Letter 1 has two typographical errors. Did you find and correct the errors?

PROCESS REGULAR OUTGOING MAIL AND LOCATE ZIP CODES

INSTRUCTOR'S MANUAL

Prepared by

Alice Creel

These materials support
Performance Objectives 57 and 66 of the
V-TECS Secretarial Catalog

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation With

Vocational Education Media Center
Clemson University
Clemson, South Carolina 29631

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INSTRUCTOR'S MANUAL

Processing Regular Outgoing Mail

Before starting this module, review it completely. Then, duplicate the "Supplies" listed below.
NOTE: The Instructor's Checklist is also a perishable item.

Prepare the envelopes necessary for the Self-Test II and Check-Out Activities.

For the successful completion of this package on "Process Regular Outgoing Mail," the following items are recommended:

Mechanical Equipment

1. Postage Meter (if available)

Supporting Materials

1. *National ZIP Code Directory*
2. *Mailer's Guide to Postal Service*

Supplies (Furnished with this packet for duplication)

1. Student Self-Test I
   a. List of 10 names and addresses
2. Student Self-Test II
   a. Five letters
   b. Self-addressed envelope (Enclosure for Letter 3)
   c. Lease (Enclosure for Letter 5)
3. Check-Out Activities
   a. List of 10 names and addresses
   b. Eight letters
   c. Ad (Enclosure for Letter 1)
4. Instructor's Checklist for Check-Out Activities

Supplies Furnished by Instructor

1. Student Self-Test II
   a. Three small envelopes addressed as shown on page 21
   b. Two large envelopes addressed as shown on page 21
2. Check-Out Activities
   a. Five small envelopes addressed as shown on pages 32 and 33
   b. Three small envelopes addressed as shown on pages 32 and 33

NAMES AND ADDRESSES FOR STUDENT SELF-TEST I

1. Mr. Roy O. Glenn
   636 Madison Road
   Dallas, TX

2. Mr. David O. Kline
   146 Graham Street
   Somerset, IN

3. Dr. Russell Wells
   153 Sumter Avenue
   Hartsville, SC

4. Mrs. Charles L. Shelley
   42 Cumberland Drive
   Belford, NJ

5. Col. A. C. West, Headmaster
   Allen Military Academy
   Tampa, FL

6. Mr. Robert Morse
   Bell Publishing Company
   67 Star Street
   Lake Charles, LA

7. American Pencil Company
   Attention Mr. James Harper
   333 Houston Street
   Fort Madison, IA

8. Mr. Frank Ames
   3161 Second Avenue
   Macomb, IL

9. Miss Ellen Nelson
   Golden State Apartments
   Apartment 24
   Makawao, HI

10. Mr. Joseph C. Rivers
    84 Baxter Square
    Toledo, OH

JASON WILCOX REALTY, INC.
25 Walnut Street
Trenton, New Jersey 08608

May 11, 19--

Mr. John Dugan
23 Liberty Street
Trenton, NJ

Dear Mr. Dugan:

The Palmer Office Building at Judson Square is nearing completion. We are now ready to accept accplications for office space in it.

Because of the beauty, convenience, and prestige of the Palmer Building, office wpace in it will be in great demand.

If you are looking for a larger office, why not call us and arrange for one of our salesmen to show you the floor plan of the Palmer Office Building. A final word: Applications are being filed very rapidly. Soon the most desirable offices will be rented.

Cordially,

Howard Riley

Howard Riley
Sales Assistant

co

JASON WILCOX REALTY, INC.
25 Walnut Street
Trenton, New Jersey 08608

May 11, 19--

Mr. Henry Markham
34 Chestnut Street
Point Pleasant Beach, NJ 08742

Dear Mr. Markham:

If you have been combing the seashore for a perfect condominium, here is a happy solution:

See Bell Harbor at Point Pleasant Beach.

Bell Harbor features homes with interesting floor plans, each with a balcony overlooking the water, plus a fully equipped health club, tennis courts, and swimming pools.

Write us for more information. But do not delay; Bell Harbor will be completely sold out in a few months.

Cordially yours,

Sam Gray

Sam Gray
Sales Supervisor

ls

JASON WILCOX REALTY, INC.
25 Walnut Street
Trenton, New Jersey 08608

May 11, 19--

Miss Louise Stewart
Central High School
Hartford, CT

Dear Miss Stewart:

Miss Jessica Bowen has applied for a position as secretary with our company and has given us your name as a reference.

We shall appreciate your giving us an opinion of Miss Bowen indicating her ability in a general way, the effort she made in her school work, and her ability to assume responsibility. Any information that you may give us will be kept confidential.

A self-addressed envelope is enclosed for your convenience in replying. Your help in this matter will be appreciated.

Sincerely,

Julian T. Simpson
Manager

vs

JASON WILCOX REALTY, INC.
25 Walnut Street
Trenton, New Jersey 08608

May 11, 19--

SPECIAL DELIVERY

Mrs. Franklin Sands
750 East First Street
Cleveland, OH 44101

Dear Mrs. Sands:

Some time ago you wrote us that you wished to rent a suite of two rooms and bath with a private family for the months of September through May. At that time, we had nothing to offer.

We now have such an apartment available. The location is desirable, about twenty minutes from town. The price is $150 per month with maid service and kitchen privileges.

As we have another applicant for this apartment, would you send us a telegram to let us know if you are still interested?

Sincerely,

Sam Gray

Sam Gray
Sales Supervisor

ls

JASON WILCOX REALTY, INC.
25 Walnut Street
Trenton, New Jersey 08608

May 11, 19--

Mr. Charles W. Squires
125 Ridge Road
Fort Dix, NJ 08640

Dear Mr. Squires:

Enclosed is a three-year lease for the suite of rooms in the Drake Office Building. Please sign the lease at the place indicated and return it to me.

As soon as you decide on your color scheme, the painters can begin work. Your office will be ready for occupancy by July 1.

Our decorator, Mrs. Ann Roberts, would like to meet with you on Wednesday, May 19, at 10 a.m. Will it be convenient for you to meet her at the Drake Building? Please call her at 444-6300 and confirm the appointment.

Sincerely yours,

Julian T. Simpson

Julian T. Simpson
Manager

vs

Enclosure

cc: Mrs. Ann Roberts

JASON WILCOX REALTY, INC.
25 Walnut Street
Trenton, New Jersey 08608

May 11, 19--

Mr. Charles W. Squires
125 Ridge Road
Fort Dix, NJ 08640

C

Dear Mr. Squires:

Enclosed is a three-year lease for the suite of rooms in the Drake Office Building. Please sign the lease at the place indicated and return it to me.

O

As soon as you decide on your color scheme, the painters can begin work. Your office will be ready for occupancy by July 1.

Our decorator, Mrs. Ann Roberts, would like to meet with you on Wednesday, May 19, at 10 a.m. Will it be convenient for you to meet her at the Drake
P Building? Please call her at 444-6300 and confirm the appointment.

Sincerely yours,

Y

Julian T. Simpson
Manager

vs

Enclosure

cc: Mrs. Ann Roberts

Miss Louise Stewart
Central High School
Hartford, CT 06101

Jason Wilcox Realty, Inc.
25 Walnut Street
Trenton, NJ 08608

Enclosure for Letter 3 – Student Self-Test II

L E A S E

Between

Jason Wilcox Realty, Inc.

and

Charles W. Squires

for

Suite of Rooms

Drake Office Building

Enclosure for Letter 5 – Student Self-Test II

ENVELOPE ADDRESSES FOR STUDENT SELF-TEST II

Letter 1: Small Envelope	Return Address:	Jason Wilcox Realty, Inc. 25 Walnut Street Trenton, NJ 08608
	Envelope Address:	Mr. John Dugan 23 Liberty Street Trenton, NJ 08608
Letter 2: Small Envelope	Return Address:	Same as Letter 1
	Envelope Address:	Mr. Henry Markham 34 Chestnut Street Point Pleasant Beach, NJ 08742
Letter 3: Large Envelope	Return Address:	Same as Letter 1
	Envelope Address:	Miss Louise Stewart Central High School Hartford, CT 06101
Letter 4: Small Envelope	Return Address:	Same as Letter 1
	Envelope Address:	Mrs. Franklin Sands 750 East First Street Cleveland, OH 44101
	Place a SPECIAL DELIVERY notation below the stamp position.	
Letter 5: Large Envelope	Return Address:	Same as Letter 1
	Envelope Address:	Mr. Charles W. Squires 135 Ridge Road Fort Dix, NJ 08640
Carbon Copy of Letter 5 (Small Envelope)	Return Address:	Same as Letter 1
	Envelope Address:	Mrs. Ann Roberts Beautiful Office Interiors 555 Elmwood Park Trenton, NJ 08608

CHECK-OUT ACTIVITY I

USING THE ZIP CODE DIRECTORY

Mr. Simpson hands you this mailing list of prospective customers. Arrange them in proper form, supplying the ZIP Code for each address. Use the two-letter state abbreviations with the ZIP Code numbers.

1. Messrs. Kelly & Smith, 62 Union Street, Springfield, Ohio
2. Miss Betty Kent, 504 Lincoln Place, Brooklyn, New York
3. Mr. Harry S. Williams, Siefel Building, Gary, Indiana
4. Mrs. Sally Boyle, Secretary, United Business Teachers Association, 500 Eastern Parkway, Albany, New York
5. Mr. James Churchill, 356 Carlson Avenue, Woodcrest, New Jersey
6. Mrs. James Fields, Agana, Guam
7. Mr. F. J. Martin, Martin Trust Company, 543 East Seventh Street, Omaha, Nebraska
8. Mrs. Pauline Phillips 126 Southbridge Road, Charlotte, North Carolina
9. Miss Virginia Sirmon, 21 Monmouth Street, Red Bank, New Jersey
10. Dr. Lester Williams, 3016 South Wellwood Avenue, Fredericksburg, Indiana

JASON WILCOX REALTY, INC.
25 Walnut Street
Trenton, New Jersey 08608

May 11, 19--

Rice Novelty Company
410 Decator Avenue
Newton, NJ 07860

Attention Mr. James Rice

Gentlemen:

Thank you for your letter inquiring about listings of buildings that could be used for storage. Enclosed is an ad giving a complete description of a building which may be suitable for your needs.

If you are interested, I shall be glad to show you the property at your convenience.

Sincerely,

Julian T. Simpson

Julian T. Simpson
Manager

ceo

Check-Out Activity II – Letter 2

JASON WILCOX REALTY, INC.
25 Walnut Street
Trenton, New Jersey 08608

May 11, 19--

Mr. William A. Ferguson
109 Oconee Drive
Medford Lakes, NJ

Dear Mr. Ferguson:

I am very sorry, but the people who were interested in purchasing your home have found one more suitable for their needs.

I am listing your home in the newspaper again, and you will be contacted as soon as we have a prospective buyer.

Sincerely,

Sam Gray

Sam Gray
Sales Supervisor

ceo

JASON WILCOX REALTY, INC.
25 Walnut Street
Trenton, New Jersey 08608

May 11, 19--

Mr. Frank A. Brown
Red Bank, NJ 07701

Dear Frank:

Yesterday I had a listing for a house that I think would be perfect for you, Ellen, and the children.

This lovely home features four bedrooms, three baths, living room, dining room, family room with a fireplace, double carport, and a walk-in basement. It has electric heat and central air conditioning. Drapes and wall-to-wall carpeting will remain with the house.

The yard has shade trees, adequate shrubbery, outside storage shed, and space for a vegetable garden.

The price the owner quoted was $49,000; however, I think he will take $45,000 on a quick sale. He has to sell this home before buying a larger one, which he needs for his family.

If you and Ellen are interested, come over this Sunday and we will look at it together.

Sincerely,

Julian T. Simpson

Julian T. Simpson
Manager

ebo

JASON WILCOX REALTY, INC.
25 Walnut Street
Trenton, New Jersey 08608

May 11, 19--

Mr. David Jameson
111 Williams Street
Trenton, NJ 08608

Dear Mr. Jameson:

Our newest development of one hundred homes, called Hilltop Circle Village, is now completed and open daily for your inspection. We can offer you outstanding values in seven, eight, and ten-room homes.

These homes feature a family room with an open fireplace, carpeted floors, and beautifully landscaped yards. Each home has central heat and air conditioning. Prices range from $28,000 to $50,000.

Hilltop Circle Village has all the desirable conveniences - good stores, schools, chruches, a country club, and a golf course.

If you would care to inspect these homes, call (609) 444-6300 and arrange an appointment. Any of our seven salesmen will be glad to show the homes at your convenience.

Cordially yours,

Julian T. Simpson
Manager

ldo

JASON WILCOX REALTY, INC.
25 Walnut Street
Trenton, New Jersey 08608

TO: All Personnel

FROM: Julian T. Simpson

DATE: May 12, 19--

SUBJECT: New Assistant Manager

It is a pleasure to announce that on June 1 Mr. Robert Kent will join our staff as assistant manager. Mr. Kent is well known to most of you as he has been associated with the James Realty Company for the past five years.

He is a native of Cherry Point, North Carolina, and attended the University of North Carolina. He and his wife, Susan, live in Hamilton Square.

Please go by his office on June 1 and welcome him.

jg

Check-Out Activity II – Letter 6

JASON WILCOX REALTY, INC.
25 Walnut Street
Trenton, New Jersey 08608

April 20, 19--

Mr. Harold Sims
444 Clinton Road
Trenton

Dear Mr. Sims:

For the past four years your business has occupied the building at 444 Clinton Road. You have always paid your rent promptly on the first of each month. That is why we cannot understand why your April 1 rent is past due.

Please send us a check for $200 to cover the April 1 rental charge.

Sincerely,

Linwood L. Moore

Linwood L. Moore
Rental Manager

cd

Check-Out Activity II – Letter 7

JASON WILCOX REALTY, INC.
25 Walnut Street
Trenton, New Jersey 08608

TO: All Personnel

FROM: Julian T. Simpson JTS

DATE: May 12, 19--

SUBJECT: Wilcox Awards

I am pleased to announce the recipients of the quarterly Wilcox Awards.

Top Listing Associate	Mickey Hollis
Outstanding Associate	Ann Hinson
Top Sales Volume	Sam Gray

Congratulations to these three valuable members of our staff.

js

Check-Out Activity II – Letter 8

JASON WILCOX REALTY, INC.
25 Walnut Street
Trenton, New Jersey 08608

May 11, 19–

Mr. James Martin
23 Butler Avenue
River Vale, NJ 07675

Dear Mr. Martin:

Our newest development of one hundred homes, called Hilltop Circle Village, is now completed and open daily for your inspection. We can offer you outstanding values in seven, eight, and ten-room homes.

These homes feature a family room with an open fireplace, carpeted floors, and beautifully landscaped yards. Each home has central heat and air conditioning. Prices range from $28,000 to $50,000.

Hilltop Circle Village has all the desirable conveniences – good stores, schools, chruches, a country club, and a golf course.

If you would care to inspect these homes, call (609) 444-6300 and arrange an appointment. Any of our seven salesmen will be glad to show the homes at your convenience.

Cordially yours,

Julian T. Simpson

Julian T. Simpson
Manager

ldo

CHECK-OUT ACTIVITY II

FOR LEASE

Brick warehouse, 24,000 sq. ft., sprinkler, large dock for loading, cyclone fence, florescent lights. Forklift and loading service available. Located in established distribution area. $1,220 per month. For app't, call JASON WILCOX REALTY, INC., 444-6300.

Enclosure for Letter 1 – Check-Out Activities

ENVELOPE ADDRESSES FOR CHECK-OUT ACTIVITY II

Letter 1: Large Envelope	Return Address:	Jason Wilcox Realty, Inc. 25 Walnut Street Trenton, NJ 08608 Attention Mr. James Rice
	Envelope Address:	Rice Novelty Company 410 Decator Avenue Newton, NJ 07860
Letter 2: Small Envelope	Return Address:	Jason Wilcox Realty, Inc. 25 Walnut Street Trenton, NJ 08608
	Envelope Address:	Mr. William A. Ferguson 109 Oconee Drive Medford Lakes, NJ 08055
Letter 3: Small Envelope	Return Address:	Jason Wilcox Realty, Inc. 25 Walnut Street Trenton, NJ 08608
	Envelope Address:	Mr. Frank A. Brown 1146 Bee Circle Red Bank, NJ 07701
Letter 4: Small Envelope	Return Address:	Jason Wilcox Realty, Inc. 25 Walnut Street Trenton, NJ 08608
	Envelope Address:	Mr. David Jameson 111 Williams Street Trenton, NJ 08608
Letter 5: Large Envelope	No return address; type COMPANY MAIL in the stamp position	
	Envelope Address:	All Personnel

Check-Out Activity II (continued)

Letter 6: Small Envelope	Return Address:	Jason Wilcox Realty, Inc. 25 Walnut Street Trenton, NJ 08608
	Envelope Address:	Mr. Harold Sims 444 Clinton Road Trenton, NJ 08608
Letter 7: Large Envelope	No return address; type COMPANY MAIL in the stamp position	
	Envelope Address:	All Personnel
Letter 8: Small Envelope	Return Address:	Jason Wilcox Realty, Inc. 25 Walnut Street Trenton, NJ 08608
	Envelope Address:	Mr. James Martin 23 Butler Avenue River Vale, NJ 07675

CHECK-OUT ACTIVITY I

INSTRUCTOR'S KEY

USING THE ZIP CODE DIRECTORY

1. Messrs. Kelly & Smith
   62 Union Street
   Springfield, OH 45501

2. Miss Betty Kent
   504 Lincoln Place
   Brooklyn, NY 11201

3. Mr. Harry S. Williams
   Soffel Building
   Gary, IN 46401

4. Mrs. Sally Boyle, Secretary
   United Business Teachers Association
   Albany, NY 12207

5. Mr. James Churchill
   356 Carlson Avenue
   Woodcrest, NJ 08034

6. Mrs. James Fields
   Agana, GU 96190

7. Mr. F. J. Martin
   Martin Trust Company
   543 East Seventh Street
   Omaha, NE 68108

8. Mrs. Pauline Phillips
   126 Southbridge Road
   Charlotte, NC 28202

9. Miss Virginia Sirmon
   21 Monmouth Street
   Red Bank, NJ 07701

10. Dr. Lester Williams
    3016 South Wellwood Avenue
    Fredericksburg, IN 47120

CHECK-OUT ACTIVITY II

INSTRUCTOR'S KEY

1. ZIP Codes should be 100 percent accurate.
2. Each letter address should match envelope address.
3. Addresses incomplete on Letters 3 and 6. No ZIP Code on letter 2. (Instruct student to make necessary corrections on these letters, if he has not done so)
4. No Enclosure notation on Letter 1. Instruct student to make correction.
5. Letter 4 is not signed. Instruct student to sign for Julian T. Simpson.
6. Not applicable
7. Check each letter for proper folding.
8. Check for proper use of method available.
9. Check for proper use of method available.

Student _____

Date _____

Instructor's Final Checklist

Check the student's performance in the following elements of processing regular outgoing mail.

Place an X in the appropriate box indicating not accomplished, partially accomplished, or fully accomplished. If, because of special circumstances, the item was impossible to complete, place an X in the "Not Applicable" box.

Performance Level: All items must receive a rating of FULLY ACCOMPLISHED (or Not Applicable). If any items are rated Not Accomplished or Partially Accomplished, the student and instructor will discuss this and decide which learning activities must be repeated.

		Student Performance			
		Not Applicable	Not Accomplished	Partially Accomplished	Fully Accomplished
1.	All ZIP Codes determined with 100 percent accuracy	[ ]	[ ]	[ ]	[ ]
2.	Each letter address matched the envelope address	[ ]	[ ]	[ ]	[ ]
3.	All addresses complete on both the envelope and letter	[ ]	[ ]	[ ]	[ ]
4.	Enclosures attached to letters calling for them	[ ]	[ ]	[ ]	[ ]
5.	All letters properly signed	[ ]	[ ]	[ ]	[ ]
6.	Carbon copies prepared for mailing	[ ]	[ ]	[ ]	[ ]
7.	Each letter folded properly to fit appropriate size envelope	[ ]	[ ]	[ ]	[ ]
8.	Sealed letters manually	[ ]	[ ]	[ ]	[ ]
9.	Sealed letters automatically	[ ]	[ ]	[ ]	[ ]